ALLEGHENY COLLEGE

**DEPARTMENT OF PSYCHOLOGY**

**Proposal for financial support from the Herb Klions Psychology Department Fund**

This fund, established by Dr. Herbert L. Klions, former Professor of Psychology and now Faculty Emeritus, is used at the discretion of the Psychology Department Chair to help defray travel expenses for students studying Psychology.

Students wishing to apply for funds must submit this proposal **at least 4 weeks** prior to the anticipated travel; no funds will be awarded for proposals that are submitted after the travel has occurred. The travel must occur while the student is a matriculated student at Allegheny. Given the large number of students in the Psychology Department, applications should expect only partial reimbursement for travel expenses.

Please attach a brief supporting memo from your academic advisor or senior project first reader and submit this form to the Chair of the Psychology Department.

Name: ID #:

Campus Box #: Date of anticipated graduation:

**Provide a brief description of the reason, the dates, and the destination for travel:**

**Estimated cost of the trip** (please include the total anticipated costs, even if you are requesting reimbursement for only a portion of them):

Transportation - Gas

Transportation-Tolls

Lodging

Meals

Registration

Other \_\_\_\_\_\_\_\_\_\_\_

Total Trip Cost \_\_\_\_\_\_\_\_\_\_\_

Amount Authorized by Department Chair: \_\_\_\_\_\_\_\_\_\_\_\_ Chair Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Lauren Paulson

Upon completion of the travel, please submit **original receipts** to the Building Coordinator in Carnegie 103 for reimbursement. Please also send a thank-you note to Professor Klions in care of the Director of Donor Relations, campus box 21. SP25